due at the time of submittal

# **Community Development Department**

31 West Quincy Street • Westmont, Illinois 60559 Tel: 630-981-6250 Fax: 630-968-8610

# Permit Submittal Requirements Commercial Build-out/Remodel

#### Overview:

	ving plans, documents and fees are <u>all required</u> to be submitted at the time of permit n. Partial submittals will not be accepted.
Address:	Applicant:
Building	Division Requirements:
	Village of Westmont Permit Application - signed by property owner
	Architectural Plans (4 Bound Sets and PDF) - signed and sealed by a licensed Illinois
Ar	chitect
	Copy of all signed proposals indicating construction costs and scope of work
	Village of Westmont Plumbing Specification Sheet and Letter of Intent - signed by a
lic	ensed Illinois Plumber
	Fire Department Specifications & Requirements (deferred submittals are NOT allowed)
	Fire Department Sprinkler Plans (4 Copies and PDF) *Signed and sealed by a qualified
sp	rinkler system designer (licensed architects are not qualified); see specification sheet for
de	tails and requirements.
	INCLUDED IN THIS PACKET FOR REFERENCE: Contractor Registration, Adopted Codes
	d Amendments, Electrical Specifications. (visit Village website for a complete list of local
an	nendments)
	BUILDING APPLICATION FEE: 0.004 x cost of construction (minimum of \$100) - this fee is



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# PERMIT APPLICATION (Below to be completed by Applicant)

# **↓** FOR OFFICE USE ONLY **↓**

↓ ADDRESS OF PROPOSED WORK and PIN #	\$ COST OF CONSTRUCTION	PERMIT #
ADDRESS	\$	↓ APPLICATION <u>INTAKE BY</u> / <b>DATE</b> SUBMITTED
PIN#		
	PPLIES TO THIS APPLICATION ↓	COUNTY AND ZONING INFORMATION
RESIDENTIAL (1 & 2 Family only)  [] NEW Single Family Residence [] Residential Addition, Porch, or Balcony [] Residential Interior Remodel  [] Deck [] Detached Garage [] Electric  [] Fence [] Fire Pit [] HVAC [] Plumbing  [] Pool, Hot Tub, Spa [] Roof Tear-off [] Shed	COMMERCIAL (Business, Multifamily)  [] NEW Commercial Building [] Commercial Addition, Porch, or Balcony [] Commercial Interior Remodel  [] Deck [] Detached Garage [] Electric [] Fence [] HVAC [] Roof Tear-off [] Plumbing [] Window/Door Replacement  Flatwork: [] Parking Lot/Striping [] Driveway	SPECIAL MANAGEMENT AREA:  YES NO  ZONING DISTRICT:  R1 R1A R2 R3 R4 R5 R6 B1 B2 B3  C1 M O/R O/R-1 PD
[] Solar Panel [] Window/Door Replacement	[]Patio []Steps/Walk	↓ REQ[] BUILDING APPROVED BY / DATE
Flatwork: [] Driveway [] Patio [] Steps/Walk  [] OTHER (Indicate in "Written Scope" below)	Signage: [] Permanent [] Illuminated [] Temporary  [] OTHER (Indicate in "Written Scope" below)	↓ REQ[] ENGINEERING APPROVED BY / DATE
If applicable, TOTAL AREA (square feet of ground disturbance) INSTALLED - REMOVED →	INSTALLED - REMOVED = NET NEW SF	
↓ WRITTEN SCOPE / DESCRIPTION OF PROPOSED WO	PRK, if not fully specified above	↓ REQ[] PLAN. & ZON. APPROVED BY / DATE
		REQ[] FIRE APPROVED DATE:
		↓ PERMIT <u>ISSUED BY</u> / <b>DATE</b> ISSUED
<b>↓ PROPERTY OWNER</b> - REQUIRED - PRINT INFORMATION NAME:  ADDRESS:	<ul> <li>See Conditional Approval Requirements per Comment/Sign Off Sheet</li> <li>See Conditional Approval Requirements below</li> </ul>	
PHONE: EMAIL:		
CONDITIONS: Plans, specifications, surveys, and any material provicowner agree to comply with the provisions of this application, specifical Westmont, Illinois AND SHALL NOT OCCUPY or USE the property, soccupancy certification. Construction material or dumpsters are not pe and be visible from the public right-of-way. Village stamped approved requested by 3:00pm at least 1 business day in advance. Permit expir		
PROPERTY OWNER SIGNATURE (REQUIRED)	x	
AGENT OF OWNER SIGNATURE (ALSO REQUIRED IF A	PPLICANT) DATE	Sign off for above Conditional Requirements



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#### ADDRESS OF PROPOSED WORK\_

### <u>List all Contractors</u> associated with this permit, *including, but not limited to:*

General Architect Carpentry Concrete Drywall Electrician Engineer Excavation HVAC Landscape Masonry Pavement (i.e. Asphalt) Plumber Roofer Underground (i.e. Sewer and Water) Window

‡ CONTRACTOR:	[]GENERAL []ARCHITECT []ELECTRIC []ENGINEER []PLUMBING []OTHER	↓ ESTIMATED COST PER CONTRACTOR
NAME:		
ADDRESS:		
PHONE:	EMAIL:	
‡ CONTRACTOR:	[]GENERAL []ARCHITECT []ELECTRIC []ENGINEER []PLUMBING []OTHER	↓ ESTIMATED COST PER CONTRACTOR
NAME:		
ADDRESS:		
PHONE:	EMAIL:	
‡ CONTRACTOR:	[]GENERAL []ARCHITECT []ELECTRIC []ENGINEER []PLUMBING []OTHER	↓ ESTIMATED COST PER CONTRACTOR
NAME:		
ADDRESS:		
PHONE:	EMAIL:	
‡ CONTRACTOR:	[]GENERAL []ARCHITECT []ELECTRIC []ENGINEER []PLUMBING []OTHER	↓ ESTIMATED COST PER CONTRACTOR
NAME:		
ADDRESS:		
PHONE:	EMAIL:	
‡ CONTRACTOR:	[]GENERAL []ARCHITECT []ELECTRIC []ENGINEER []PLUMBING []OTHER	↓ ESTIMATED COST PER CONTRACTOR
NAME:		
ADDRESS:		
PHONE:	EMAIL:	
‡ CONTRACTOR:	[]GENERAL []ARCHITECT []ELECTRIC []ENGINEER []PLUMBING []OTHER	↓ ESTIMATED COST PER CONTRACTOR
NAME:		
ADDRESS:		
PHONE:	EMAIL:	
‡ CONTRACTOR:	[]GENERAL []ARCHITECT []ELECTRIC []ENGINEER []PLUMBING []OTHER	↓ ESTIMATED COST PER CONTRACTOR
NAME:		
ADDRESS:		
PHONE:	EMAIL:	



PROPERTY or BUSINESS OWNER Printed Name

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# PLUMBING SPECIFICATIONS, REQUIREMENTS and GUIDELINES

NOT		ner) Specification Sheet. A	Additional requirements may be applicable to this for additional information.	
ADE	DRESS:			
	nply with all adopted village code rgy Code, Illinois Plumbing Code		o: International Residential Codes, State of Illinois and the following requirements:	
1. T	<ul> <li>REQUIRED from one of the following</li> <li>The Flagg Creek Sanitary</li> <li>Downers Grove Sanitary</li> </ul>	ing: District (630) 323-3299	EWER CONNECTION. A SEPARATE PERMIT IS	
2. A	A SEPARATE PERMIT for STREET from the, respective, county and/or		or STATE RIGHTS-OF-WAY must be obtained	
3. T	The contractor (and property owner) State of Illinois Plumbing Code and	-	I work performed shall be in accordance with the cal amendments.	
4. F	For <b>Inspections</b> : installation shall har requesting the inspections (by 3:00)		s) and/or tested (Finals), as necessary, PRIOR to day) - including Water Taps.	
5. F	5. For <b>Street Openings</b> : must not remain open longer than 35 hours or one night AND must be protected by barricades and necessary flares. Street openings necessary to perform this work shall be filled solidly with granular material. Pavement base shall be restored with crushed stone topped with CA-6 stone.			
6. A	6. A <u>LETTER OF INTENT</u> SHALL BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION.			
7. <u>C</u>	COMPLETE WSFU COUNT and SE	RVICE SIZE on BACK SIDE	E for application and fee information.	
8. <u>II</u>		· · · · · · · · · · · · · · · · · · ·	er Westmont Water Department Review and Copper Horn, Ball Valve, and Backflow Device)	
YOU	R SIGNATURE BELOW ATTESTS THAT TH	HE INFORMATION PROVIDED IS O	CORRECT AND COMPLIES WITH VILLAGE ADOPTED CODES	
PLUI	MBER Printed Name	Signature	Date	
PLUI	MBER STATE LICENSE NUMBER			

Signature

Date



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## **Water Service Fixture Unit (WSFU) Calculations**

per Appendix A, Section 890. Tables M and N, Illinois Plumbing Code

FIXTURE TYPE	*NUMBER	VALUE	TOTAL
Water Closet (toilet)		3	
Lavatory (hand sink)		1	
Kitchen Sink and/or Bar Sink		2	
Bathtub only		2	
Shower only		2	
Bath/Shower Combo		2	
Dishwasher		1	
Laundry Tray (laundry tub sink)		3	
Laundry Machine (clothes washer)		2	

<sup>\*</sup>Indicate the total number of existing to remain AND proposed fixture types

#### **FOR THE VILLAGE OF WESTMONT**

WSFU Range	Water Service Pipe Size	Meter Size
^8 - 19	3/4"	5/8"
^20 - 34	1"	5/8"
^35 - 59 NC	OTE: 1¼" water service NOT A	VAILABLE - must increase to 1½" service/meter reqs.
60 - 119	1½"	1"

**^NOTE:** Per Sections 8.01.6(A) and (B), Village of Westmont *Standard Specifications*, all <u>NEW Single Family Residences</u> shall have a, minimum, <u>1½" Water Service</u> with a <u>1" Meter.</u>

Indicate the size of the existing water service:	<u> </u>
Indicate the size of the <u>new</u> water service, <i>if applicable:</i>	



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# Fire Department Plan Review SPECIFICATIONS and REQUIREMENTS

ADDRE	ADDRESS:			
-	ance, Fire Alarm, Hood Suppression, and Sprinkler plans or shop drawings <u>shall be submitted in conjunction with</u> g Permit Applications at the Westmont Community Development Department.			
	ed" submittals are <u>no longer acceptable</u> - all plans shall be submitted for review at the start of a project along with any lan sets. Permits will not be issued until all plan reviews are approved.			
SUBMIT	THE FOLLOWING ( <i>intake staff</i> to verify required submittal documents indicated below):			
For Conv	weyance (elevator, escalator, etc.) Plans  Building Permit Application that is filled out and signed by contractor and owner for the project  Contractor proposal (aka "cost estimate")  4 - General plan sets (ie. drawn to scale)  For Elevators, specifically, there is an additional required specification/application sheet, see attached and complete in entirety (this is required information needed to conduct the review)			
For Fire	Alarm Plans  Building Permit Application that is filled out and signed by contractor and owner for the project  Contractor proposal (aka "cost estimate")  3 - General plan sets (ie. drawn to scale) - Systems shall be designed by a licensed fire alarm contractor or Illinois licensed electrician. This documentation is required in the submittal package.  Battery calculations  Cut sheet packet			
For Hood	Building Permit Application that is filled out and signed by contractor and owner for the project  Contractor proposal (aka "cost estimate")  3 - General plan sets (ie. drawn to scale) - Not always applicable, however, they are always in restaurants. Please contact the Westmont Fire  Prevention Bureau (630-981-6402), directly, for clarification.  Flow-point calculations  Cut sheet packet			
•	Building Permit Application that is filled out and signed by contractor and owner for the project  Contractor proposal (aka "cost estimate")  4 - General plan sets (ie. drawn to scale) - Plans shall be stamped by a gualified sprinkler system designer. Licensed architects are NOT considered qualified sprinkler system designers.  Hydraulic calculation packet  Cut sheet packet  If applicable, standpipes shall be included in these packets (required for buildings three stories or more)  If applicable, fire pump submittal shall be included in this packet  Note: In some cases, work in buildings which are not, currently, sprinkled may trigger sprinkler requirements. Please contact the Westmont  Fire Prevention Bureau (630-981-6402), directly, for clarification.			
Printed Na	ame			
Signature <b>Signature</b>				



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# **ELEVATOR APPLICATION**

(For General elevator permit work, NOT annual inspection work)

ΑN

DOES THE SCOPE OF THE PROPOSED WORK INCLUDE THE CONSTRUCTION OF A NEW ELEVATOR HOISTWAY OR INSTALLATION OF ELEVATOR INTO A SHAFTWAY LOCATION WHICH HAS <b>NOT</b> PREVIOUSLY CONTAINED A REGISTERED ELEVATOR CAB?			
IF YES COMPLETE PAR	· · · · · · · · · · · · · · · · · · ·	1005ET CONTAINED A REGISTER	RED ELEVATOR CAD:
	S OSFM REGISTRATION NUMBE	R HERE.	
	EGISTRATION #:	GO TO PART	В.
PART A			
JOB ADDRESS (INCLUDE BUILDING NAME (	OR NUMBER IF APPLICABLE)		
OWNER / OCCUPANT / MANAGER, PHONE	NUMBER, E-MAIL, LIST ALL		
OWNER / OCCUPANT / MANAGER, PHONE	NUMBER, E-MAIL, LIST ALL		
PART B			
TYPE OF WORK TO BE DONE:	INSTALL ALTER REPLA	CE/REPAIR TEMP USE <b>V</b>	ALUE OF WORK S
IS THE ELEVATOR WORK PROPOS			
WESTMONT ANNUAL ELEVATOR			7.5 17.111 61 1112 1122.162 61
IF YES LIST INSPECTION #:	· · · · · · · · · · · · · · · · · · ·	TACH INSPECTION REPORT	
ALL FEES WILL BE INVOICED BY T			
PLAN REVIEW - \$150, 2 <sup>ND</sup> PLAN R	EVIEW - \$100, PERMIT INSPECT	IONS - \$150, SUBSEQUENT PERI	MIT INSPECTIONS, \$100
	NEW INSTALLATIONS OR ALTERA	ATIONS TO EXISTING ELEVATORS	
EQUIPMENT IN			CAR INFORMATION
CAPACITY (lbs)		NUMBER OF STORIES	
SPEED (ft / min)		NUMBER OF LANDINGS	
SAFETY TYPE (A, B, C, broken rope)		PLATFORM DIMENSIONS	
MACHINE TYPE		CAR INSIDE NET AREA	
CONTROL TYPE		CEILING / LIGHTING TYPE & WEIGHT (lbs)	
HOIST ROPES (#)		WALL COVERING TYPE & WEIGHT (lbs)	
HOIST ROPE DIAMETER (in.)		FLOOR COVERING TYPE & WEIGHT (lbs)	
BALANCED LOAD WT. (lbs)		TOTAL CAR WEIGHT	
, ,	SCOPE C	F WORK	
ALL WORK REQUIRES THAT A DE	TAILED DESCRIPTION OF THE NA	ATURE OF THE ALTERATIONS OR	REPAIRS BE ATTACHED. FOR
WORK BEING CONDUCTED IN OR	RDER TO SATISFY AN ANNUAL IN	ISPECTION DEFICIENCY, ATACH	INSPECTION REPORT.
		T	
COMPANY NAME		CONTRACTOR LICENSE #	
COMPANY ADDRESS		CONTACT PERSON (S)	
CITY, STATE, ZIP		PHONE / E-MAIL	
CITT, STATE, ZIP PHONE / E-IVIAIL			
I certify that all information provided in this application form and as well as any supporting documents for fire review			
submittals and any other information provided by me in support of this application is true and accurate to the best of my knowledge. I certify that I will comply with all applicable State and local laws and regulations in performing the work for			
which this permit is issued, and that I possess all contractor and personal licenses and certificates of competency, if any, that			
are required for lawful performance of the work described in this permit. I understand that the issuance of this permit does			
not imply or authorize the granting of any such license or certificate of competency,			
SIGNATURE		DATE	
PRINT NAME:			



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#### CONTRACTOR REGISTRATION FORM

BUSINESS NAME	NAME OF PRINCIPAL OWNER
TELEPHONE NUMBER	CELL PHONE NUMBER
STREET ADDRESS (NO P.O. BOX)	FAX NUMBER
CITY, STATE, ZIP CODE	EMAIL ADDRESS
TYPE OF CONTRACTOR	LICENSE # (IF APPLICABLE)
APPLICANT SIGNATURE	

The applicant agrees to perform all work in conformance with all applicable State and Local regulations, codes, and standards. **Failure to** arrange inspections or remedy non-compliance of code related work may result in the termination of this registration and no further work within the Village shall be performed.

- ALL CONTRACTORS, except IL State Licensed Plumbers (performing interior work only), shall be registered and bonded with the Village of Westmont prior to the issuance of any permits
- 2) Plumbers and Roofers shall submit a copy of their State of Illinois license
- 3) Electricians shall provide a copy of their valid license from an authorizing agency
- 4) A non-refundable fee of \$50.00 is due upon registration
- 5) A minimum \$10,000 Surety Bond shall be submitted, naming the Village of Westmont
- 6) Registration is valid for one year from the date of registration
- 7) Bond shall have an expiration date no earlier than one year from the date of registration



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#### COMMUNITY DEVELOPMENT DEPARTMENT

#### Effective January 1, 2015; The following Codes will be followed:

- 2015 ICC International Energy Conservation Code
- 2012 ICC International Building Code, with local Amendments
- 2012 ICC International Mechanical Code, with local Amendments
- 2012 ICC International Fuel Gas Code, with local Amendments
- 2012 ICC International Property Maintenance Code, with local Amendments
- 2012 ICC International Residential Code for One and Two Family Dwellings, with local Amendments
- 2012 ICC International Existing Building Code, with local Amendments
- 2012 ICC International Swimming Pool and Spa Code, with local Amendments
- 2012 ICC International Fire Code, with local Amendments
- 2012 ICC N.F.P.A. No. 101 Life Safety Code, with local Amendments
- 2011 National Electric Code, with local Amendments
- 2014 Illinois State Plumbing Code

Westmont has many local amendments. An 18 page packet of extrapolated amendments relating to construction is available online at the Village of Westmont website in the Community Development Department folder under Documents and Forms or in the Community Development Department office at the Village Hall. Also the model code modifications stipulating the local amendments are available on the Village website in the Municipal Code of Ordinances.

For example, please see Sec. 18-62. - Deletions. Additions, deletions, insertions and changes in the 2012 International Building Code. Specifically, see Sec. 18-62(20) for the following <a href="MIMPORTANT">IMPORTANT</a> amendment to Section 706.1 General, International Building Code <a href="mailto:about fire">about fire</a> resistance rating, add the following:

"The provisions of this Section shall apply to all multiple-family structures containing three (3) or more living units; and all buildings with business, commercial and industrial uses, including mixed use buildings. The fire resistance rating of structural elements (including outside walls and floors) and tenant separation or party walls, shall be a minimum of two (2) hours, except that the required minimum fire resistance rating and tenant separation or party wall shall be a minimum of one (1) hour for business or commercial occupancies which are equipped with a fire suppression and fire alarm system throughout the structure."



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#### **ELECTRICAL SPECIFICATIONS and LOCAL AMENDMENTS**

The Village of Westmont has adopted the following Amendments to the National Electric Code, 2011 Edition (see the municipal code on the village website for a comprehensive list of amendments in Sec. 18-188. - Adoption of electrical code; amendments.):

Section 110.26(C) (1) add: all three (3) phase shall have the entrance and egress door swing outward with panic hardware.

Section 210.8 *Ground-Fault Circuit-Interrupter Protection for Personnel.* Change this paragraph to read: "Self-diagnostic type ground-fault circuit-interrupter protection (LED) for personnel shall be provided as required in 210.8(A) through (C). The Self-diagnostic type ground-fault circuit-interrupter shall be installed in a readily accessible location."

Section 210(A) Dwelling Units. Add as paragraph nine "(9) all floor receptacles shall have ground-fault circuit-interrupter protection (breaker) as required."

Section 210.12(B) Branch Circuit Extensions or Modifications - Dwelling Units. Add subsection as follows: "(3) Bedroom circuit shall not exit to common hallways."

Section 210, Table 210.21(B) (3) Receptacle Ratings for Various Size Circuits. Line two (2) shall read: Circuit rating twenty (20) amp, receptacle rating of twenty (20) amp only.

Article 230 - **Services** - Section 230.1 Scope. Add the following sentence at the end of the section: "All new services shall be underground." NOTE: Per Appendix A, Article IV, Section 4.13. - Underground utility services:

- For all new construction, electric power transmission and telephone lines, and other appurtenant installations, shall be installed underground.
- For all electrical upgrades and remodeling projects, such service may remain overhead.

Article 250 - Grounding and Bonding. Section 250-1 Scope. Add the following Subsection: "(7) no electrical installation in the Village of Westmont shall rely on a ground rod, or rods, as means of grounding when a water utility system connection exists on the property."

Section 314.27(A) Boxes or Lampholder Outlets. Add the following sentence at the end of the paragraph: "Fan rated boxes are required in all bedrooms."

Section 410-16(A) Luminaire Types Permitted. Delete entire subsection and replace with "Only receded or fluorescent fixture may be used in clothes closets."



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#### Sec. 18-189. - Additional standards and specifications.

- (b) Heavy wall rigid metal conduit, intermediate metal conduit, or PVC conduit **shall only be used in all poured concrete.** 
  - (1) Conduit larger than one-half inch in four inches of concrete is not permitted.
  - (2) EMT not permitted in concrete, or outdoors.
  - (3) PVC #80, rigid galvanized or intermediate conduit may be used for underground service.
- (c) PVC shall not emerge from below grade level ground. PVC shall convert to galvanized rigid conduit prior to its emergence.
- (d) Minimum service size on commercial buildings shall be 100 single phase, or three phase.
- (e) Twin, or tandem, circuit breakers are not acceptable for new work.
- (g) Over current protection shall be required in all underground conductors.
- (i) Only copper wire shall be permitted for use in the Village of Westmont.
- (i) All wiring shall be in metal conduit, except low voltage wiring.
- (k) Where new construction, or alteration work, involves electrical work of any type, the construction plans shall include a complete wiring plan that contains the following information:
  - (1) Size of wire, insulation type, and conduit size.
  - (2) Number of circuits and their ampere rating.
  - (3) Location of all electrical panels and cabinets.
  - (4) Size of all motors and power consuming equipment, and their ratings.
  - (5) Specifications and locations for all exit lights and emergency lights.
  - (6) Schedule on lighting and power panels.
  - (7) Every electrical panel shall contain a panel circuit director card identifying all circuits.
  - Commercial and industrial panels shall be typed or computer generated.
  - (8) All commercial and industrial wiring shall be minimum 12 gauge wiring, except low voltage wiring.
  - (9) An approved nonferrous metal tag shall be attached to the ground electrode clamp giving warning against its removal.
  - (10) Thin wall (EMT) conduit shall not be used for electrical services. Aluminum rigid conduit, if used, shall be installed above grade only.
  - (11) Underground electrical service permitted in PVC #80 at 32 inches below grade.
  - (12) No PVC shall emerge from the ground or concrete slab or encasement. PVC shall convert to galvanized rigid conduit prior to its emergence.
  - (13) All rooms with multiple entrance or exits, which are more than six feet apart shall utilize three-way or four-way switches, unless an alternate arrangement is approved by electrical inspector.
  - (14) Any secondary or sub feeder crossing under driveways, parking lots, or vehicle traffic ways shall be encased in heavy wall rigid conduit or intermediate metallic conduit; 30 inches depth required.
- (I) In all commercial restrooms (size does not apply), there shall be provided an emergency battery backup lighting system installed inside.
- (m) All single family units having *living spaces* <u>less than 2,000 square feet</u> shall utilize a minimum 100 ampere service excluding the requirements of electrical heating, if any. All occupancies having *living* spaces <u>greater than 2,000 square feet</u> shall utilize a minimum of 200 ampere service exclusive of electrical heating.